

POSITION DESCRIPTION

(Please Read Instruction On The Back)

1. Agency Position No.
5340-58243
6. OPM Certification No.

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Re-establishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station Washington, DC		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No					
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Executive <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither				12. Sensitivity 1. Non Sensitive <input type="checkbox"/> 3. Critical Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 4. Special Sensitive <input type="checkbox"/>			

(Show any positions replaced)

15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials		Date	
a. U.S. Office of Personnel Management		Environmental Protection Specialist		GS		028		12					
b. Department, Agency or Establishment													
c. Secondary Level Review													
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													

16. Organizational Title of Position (If different from official title)		17. Name of Employee (If vacant, specify) <i>Matthew K. Rosen</i>	
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18. Department, Agency or Establishment U.S. Environmental Protection Agency		c. Third Subdivision Environmental Analysis Division	
a. First Subdivision Office of Environmental Information (OEI) (28100000)		d. Fourth Subdivision Analytical Products Branch 28422000	
b. Second Subdivision Office of Information Analysis and Access		e. Fifth Subdivision	

19. Employee Review - This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	
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20. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Official Taking Action Nancy Wentworth, Director, Environmental Analysis Division		c. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Rick Martin, Acting Director, OIAA	
Signature <i>NW</i>		Signature <i>Michelle Andrus for</i>	
Date 6/18/09		Date 6/22/09	

21. Classification/Job Grading Certification I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position See Classification Evaluation Statement for Standards Used to Grade this Position. *EPS Series, GS-0028, TS-135, May 05*

Typed Name and Title of Official Taking Action <i>Jean Alegretti</i>	
Signature <i>J Alegretti</i>	Date 7/5/09

23. Position	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks:	
Bus Code: <i>0011</i> Functional Code: <i>001</i> Financial Disclosure (OGE-450) Required: <input checked="" type="checkbox"/> Position is subject to drug testing: <input checked="" type="checkbox"/> PSB Risk Level: <i>(6)</i> Promotion Potential: <i>GS-13</i> Extramural Resources Mgmt. Duties: <i>(18 % of time)</i>	

25. Description of Major Duties and Responsibilities (See Attached)



Environmental Protection Specialist

GS-0028-12

INTRODUCTION

This position is located in the Office of Environmental Information (OEI), Office of Information Analysis and Access (OIAA), Environmental Analysis Division (EAD), Analytical Products Branch (APB).

Office of the Assistant Administrator for Environmental Information and Chief Information Officer (OEI) – OEI supports the Agency's mission by integrating high-quality environmental information to make it useful for informing decisions, improving information analyses, documenting performance, and measuring success. OEI, in consultation with its many internal and external stakeholders and partners, establishes and oversees information policies and procedures to address the concerns of local, state, and federal government agencies; tribes; the regulated community; interest groups; the general public; and EPA managers and staff.

Office of Information Analysis and Access (OIAA) – OIAA, under the supervision of an Office Director (OD) and Deputy OD, is responsible for the development and implementation of policies for improving public access to environmental information. It serves as the Agency focal point for issues related to information access.

Environmental Analysis Division (EAD) – EAD, under the supervision of a Director, is the Agency focal point for developing relationships and important partnerships in areas such as: indicator development and reporting, health analysis and access, electronic tool and application design, hazard assessment, emerging science and technology assessment, statistical consultation, and economic analysis.

Analytical Products Branch (APB) – APB, under the supervision of a Chief, is the Agency focal point for indicator development and reporting support services, analysis to understand the relationship between environment and health, and analytical tool design. This position supports environmental indicator development and reporting and other high-visibility, high-priority projects including EPA's Report on the Environment and the Commission for Environmental Cooperation (CEC) State of North America report.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as an environmental protection specialist that helps evaluate the effectiveness of information access programs and the productivity and efficiency of the management of Federal agencies. In this capacity, the incumbent performs the following duties and responsibilities:

- Assists in the development, execution, and monitoring of environmental protection plans and programs, and the development and review of related work assignments and other requests for proposals.
- Reviews, analyzes and recommends modifications to plans to implement various provisions of Federal environmental standards, inter-agency and international agreements, and Agency priorities.
- Maintains continuous awareness of environmental issues and policies and scientific developments nationally and internationally.
- Develops and analyzes data for use in the geographical display of information and development of reports for distribution within and outside EPA.
- Works with Agency programs to develop and review environmental indicators that are scientifically credible, appropriate, and effective for use in communications and decision-making.
- Prepares and delivers briefings. Coordinates input from project collaborators and presents to internal management and peers.
- Reviews, analyzes and coordinates preparation of summaries, progress reports, and framework documents highlighting information and issues pertaining to reporting of environmental conditions and trends.



- Assists in the development of papers and other products. Manages peer review of draft products and coordinates submission of final products for publication in journals and for use at professional meetings and symposiums.
- Performs other duties as assigned.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION

Level 1-7 1250 points

Knowledge of a wide range of qualitative and /or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. Knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs. Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments. Skill to plan, organize, and direct team study work to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studies.

FACTOR 2: SUPERVISORY CONTROLS

Level 2-4 450 points

The supervisor provides administrative analysis and evaluation of programs and issues, the employee is subject to administrative and policy direction concerning overall project priorities and objectives. Direction may be delegated responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations and recommendations developed by the employee are normally reviewed by management officials for effectiveness in meeting the requested requirements.

FACTOR 3: GUIDELINES

Level 3-4 450 Points

Administrative policies/precedents are available but are often inadequate in dealing with the more complex or unusual problems. The employee is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional methods and practices in developing solutions to problems where precedents are not applicable.

FACTOR 4: COMPLEXITY

Level 4-5 325 Points

Assignments are diverse and require different and unrelated methods or approaches. The employee must be especially versatile and innovative in adapting, modifying, or making compromises to extend traditional techniques or develop new techniques.

FACTOR 5: SCOPE AND EFFECT

Level 5-4 225 Points

The purpose of the work is to provide technical or administrative guidance on complex or unprecedented issues, unusual conditions, problems or questions. The work affects a wide range of agency activities or fundamental matters with potential for far-reaching scope or impact.

FACTOR 6: PERSONAL CONTACTS

Level 6-3 60 Points

Contacts include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationship or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.

FACTOR 7: PURPOSE OF CONTACTS

Level 7-2 50 Points

Contacts are for obtaining or exchanging information and to coordinate projects.

FACTOR 8: PHYSICAL DEMANDS

Level 8-1 5 Points

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

FACTOR 9: WORK ENVIRONMENT

Level 9-1 5 Points

Work is generally performed in an office setting although some field visits may be necessary.

TOTAL POINTS = 2820



Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name Matthew Klasen

Position Number _____

Title Environmental Protection Specialist

Series/Grade 0028-12

Organization OEI/OIAA/EAD/APB

Percentage of Time Spent on Extramural Resources Management

- _____ This position has no extramural resources management responsibilities.
- ☒ Total extramural resources management duties occupy less than 25% of time.
- _____ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- _____ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature Guy Tomassoni, Chief, APB

Date 6/19/09

Personnel Specialist's Signature _____

Date _____

Part 1. Contracts Management Duties

Pre-award:

- _____ Plans procurements
- _____ Estimates costs
- _____ Obtains funding commitments
- _____ Prepares procurement requests
- _____ Writes statements of work
- _____ Reviews statements of work
- _____ Processes unsolicited proposals
- _____ Responds to pre-award inquiries
- _____ Participates in pre-award conferences
- _____ Conducts technical evaluation of proposals
- _____ Participates in debriefing/protests
- _____ Other (list) _____

Post-award:

- _____ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- _____ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- _____ Approves payment requests or ACH drawdowns
- _____ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- _____ Other (list) _____

Close-out:

- _____ Writes reports on contractor performance, costs, and tasks performed
- _____ Reconciles payments with work performance
- _____ Closes out payments
- _____ Performs cost accounting
- _____ Provides assistance to Contracting Officer in settling claims
- _____ Other (list) _____

Percentage of Time Spent on Contracts Management:

15 %



Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant=s workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient=s activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management:

%

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Time Spent on Interagency Agreements Management:

%

